

Key

STATINTL

5 June 1952

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REPORT FOR THE WEEK OF 2 - 6 JUNE

STATINTL

To:

STAT

From:

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1. Prepared first draft of the pamphlet to be used in STATINTL
instructing supervisors in the use of the Personnel Evaluation
Report. This first draft will be revised by [] of STATINTL
Personnel; he will then buck it back to me for another revision.
By the fourth draft it should be in final form for printing.

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2. Prepared initial T/O revision statements for 1953 as the beginning
of Division estimates for the 1954 Budget Call. Working on the
second step of budget information in consultation with []

3. Final check on planning OSI course in intelligence reporting
to be given next week.

4.

5. Conducted ~~lecture-discussion~~ on executive development in UTGA
program at []

6. [] will consult with [] Registrar, regarding
the issuance of a projected schedule for UTG/A programs from
1 July through 31 October.

7. [] has submitted a statement and a diagram of space
requirements for the Reading Improvement Laboratory. This has
been discussed with [] who has visited Alcott Hall to
check over the space requirements and resources for the Reading
Laboratory and for the Clerical Training Branch.

ASSUMES
USE OF
WING "D"
ALCOTT
Hall

8. Had a very pleasant conference with [] regarding our
current programs and future plans.

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25 YEAR RE-REVIEW